

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Parks Maintenance Trails Crew Leader	<u>Revision Date:</u>	10/19
			<u>EEO Category:</u>	Service-Maint.
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30626

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Parks Division Head and/or Parks Supervisors, performs skilled work pertaining to risk management, maintenance and construction of City parks, trails, streetscapes, sites, cemetery, Parks and Recreation facilities, City Special Events, Irrigation Systems, Senior Citizen's Center and other green spaces.

III. Essential Duties:

- Perform trail safety inspections along with biweekly checks of the City trail counter system. (Weather permitting).
- Supervise and train seasonal employees along with volunteer groups.
- Safely operate a variety of hand tools to include, but not limited to, chainsaws, hammers, handsaws, hand pruners, loppers, shovel, sledgehammer, pickaxe, Pulaski and McLeod tool.
- Safely operate various types of heavy, light, and complex equipment used in the maintenance and construction of city parks, the cemetery, and recreation facilities, trails, i.e., ten-wheel dump trucks, backhoes, front end loaders, mini skid steer, mini excavator, mowers, tractors, ATV's, etc.
- May perform any of the following duties: perform landscape construction and maintenance including soil preparation, mowing, aerating, and planting of trees, shrubs, sod, and lawn seed; perform burials; construct and repair Parks and Recreation facilities including the construction and maintenance of the City trail system both hard and soft surfaces.
- Apply pesticide/fertilizer in City parks, streetscapes trails and buildings.
- Prepare sports fields for play: grade, paint lines and water field.
- Equipment maintenance: change fluids, sharpen blades, clean plugs, clean filters and repair small engines.
- Keep maintenance records, including the use of the City work order system.
- Remove graffiti using baking soda, water, sand, power washer, chemicals and sandblaster.

IV. Marginal Duties:

- Perform snow removal.
- Operate various types of custodial and grounds maintenance equipment including floor buffers, carpet shampooers, power snakes, drills, electric saws, mowers and tractors.
- May perform any of the following duties: Perform janitorial work including minor repairs and upkeep; routine grounds care; assist in community promotion projects by setting up tables, lights, sound equipment and props; work varied time schedule as required by assignment, duties, and/or season.
- Respond to public inquiries.
- Train seasonal and full-time staff on essential duties of work.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires High School diploma or equivalent; six months training in facilities maintenance and management, horticulture and/or related field preferred.

**Experience:** Requires two years closely related work experience, with one year supervisory experience preferred.

**License/ Certification:** Must possess a valid Utah Driver's License; must possess a Utah Commercial Driver's License (CDL) within six months of hire; must obtain non-commercial pesticide license from the Dept. of Agriculture within six months of hire; must have CPR Certification.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Principles of supervision and planning; tools, machines, and equipment used in the maintenance and construction of City parks, the cemetery and recreation facilities; OSHA and other federal safety standards; general construction practice and procedures; principles of plant and turf life; proper English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, and, tools. Responsible for some seasonal employees.

**Communication Skills:** Communicate effectively verbally and in writing, contacts with other City departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with the public.

**Tool, Machine, Equipment Operation:** Regular use of both light and heavy trucks; frequent use of tractors, backhoes, sandblasters, spray rigs, rotohammer, welding machine and other park maintenance related equipment. Occasional use of a personal computer, fax machine, copy machine and ROLM telephone.

**Analytical Ability:** Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the general public; work independently on assigned projects involving simple research and data collection; report preparation; follow written and verbal instructions.

VI. Working Conditions:

*Physical Demands:* Frequent kneeling, stooping, walking, bending and lifting (up to 50 lbs.).

*Work Environment:* Extensive field work in parks and cemetery (90% of work is performed outside); frequent exposure to heat, cold, and wet/humid conditions; constant exposure to excessive noise and vibration; moderate amount of mental effort required; requires some weekend, holiday, and evening work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_